

# BILLS & PAYMENT INFORMATION

Office Hours: Tuesday – Friday 7:30 am – 6:00 pm

Closed Monday

Payments accepted 8:00 am – 5:00 pm

There is a mail drop box available 24 hours a day for your convenience; it is located at the bottom right of the front doors.

## PLEASE WRITE SEPARATE CHECKS FOR TAXES, WATER BILLS AND ASSESSMENTS!

### TAXES:

Taxes are divided into 2 tax bills per year. You should receive your summer tax bill the first part of July, and your winter tax bill the first part of December. If you do not receive a tax bill, please call our office and we can send you a copy. **You are ultimately responsible for the payment of your taxes.**

Both summer and winter tax bills are for the calendar year that they are billed (i.e. – summer and winter 2007 tax bills are for January-December 2007. Taxes are based on the taxable value for the year billed.

Taxes are payable to **Blair Township**. The summer taxes are due from July 1<sup>st</sup> through September 14 each year, and the winter taxes are due from December 1<sup>st</sup> through February 14 of each year. If the 14<sup>th</sup> falls on a non-business day, the due date will be the first business day after.

If your mortgage company escrows your taxes, and we have been provided that information, we will send the original tax bill to you and a copy to your mortgage company. If the “Mortgage Code” on the lower left of your tax bill is blank, we have not received your mortgage information. In this case, please have your mortgage company contact us for your tax amount and send us a tax bill forwarding authorization. Please remember, **you are ultimately responsible for the payment of your taxes.**

### PENALTIES:

After September 14<sup>th</sup>, 1% interest will be added to any Summer Tax amount still due, with 1% added the first of each month thereafter. Any amount (summer or winter) owing after February 14<sup>th</sup> will be assessed a 3% late fee.

As of March 1<sup>st</sup> of each year, all taxes owing for the previous year become delinquent, and are turned over to the Grand Traverse County Treasurer. **Delinquent taxes are payable to: Grand Traverse County Treasurer** at 400 Boardman Ave., Traverse City, MI 49684. The phone number is (231) 922-4735.

### **Water Special Assessments:**

In 2008 the township was able to refinance the bonds for this project at a lower interest rate. The 2008 Water Assessment Installment bills reflected the new interest rate of 5.45%.

The Water Assessment bills are sent out in April of each year. If your property has a water assessment and you have not received a bill by the end of April, please contact us so that we can send one out. Water Assessment installments are payable, without penalty through June 30<sup>th</sup> of the current year. Installments that remain unpaid for the months of July and August will be assessed a penalty charge of 1% of the principal payment for each month. As of September 1<sup>st</sup>, all unpaid installments will receive a penalty equal to 6% of the entire installment (including penalties). Installments remaining unpaid as of November 1<sup>st</sup> will be rolled onto the winter tax bill.

Payments can be made on Water Assessments any time of the year and partial payments are accepted. Any additional payments made after the current year installment is paid will be applied to principal. Payoff information is available by calling our office at 276-9263.

Blair Township does not require Water Assessments to be paid off if a property is sold, however, your title company or lending institution may require it.

If your property has a water assessment you will be required to hook up to the Blair Township water system if 1) Your well fails and is not repairable, or 2) A new home is constructed on the property.

### **Monthly Water Bills:**

Water bills are mailed out the first business day of each month and are due by the 25<sup>th</sup> of each month. There is a 5% penalty added to any principal balance owing after the due date. Partial payments are accepted. In November of each year, delinquent balances that are ninety days past due will be rolled onto the winter tax bill.